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Xerox® ConnectKey®
for DocuShare®

Easy, intuitive scanning to business processes.

Automate, simplify and digitise your paper-based processes.

In today's digital and mobile world, many organisations still deal with large quantities of paper. Even though paper-based processes are cumbersome, error-prone, and risk lost or misfiled information. Many organizations are reluctant to adopt capture solutions thinking that they are too costly or complicated for business users whilst workers are keen to leverage scanning to seamlessly integrate paper into their business processes.

Enter Xerox® ConnectKey® Software for DocuShare® – a highly productive scanning solution that's easy to set up and use. It's just what you need to capture your documents for business workflows, whether they're deployed on your organisation's DocuShare server or on a secure Xerox DocuShare Private Cloud.

Business Intelligence

Perform simple, one-button scanning to:

- DocuShare, whether on site or in the cloud
- Email
- Shared network folders
- Scan workflows, created by business users
- Automated solutions

At the multifunction printer (MFP) touch screen, also browse DocuShare or a shared network folder to pick a scan destination.

Powerful Database Lookup

Gain powerful data lookup, without the big price tag:

- Speed data entry and ensure data consistency across systems
- Associate the document with property values pulled from your company CRM, ERP, or other external database of choice
- Create easy hierarchical menus from your database to be used at the MFP touch screen – such as linked menus for Automotive Year, Make, and Model with no programming required
- Auto-fill query based on one or more key ID fields (Invoice Number, or Patient ID) that you enter at the MFP

Simplified Scanning

Capture documents with intelligence:

- Enter metadata (properties) as you scan to automate filing or processing
- Auto-create new collections on the go (such as invoice or customer number)
- Create a library of scan workflows on the MFP, in a convenient template hierarchy
- Leverage LDAP/Microsoft Active Directory, and Xerox® MFP built-in security and encryption

Simple steps for intelligent capture.

Xerox® ConnectKey® Software for DocuShare® – enables you to archive documents such as signed forms and legal agreements whilst scanning, for example incoming invoices, contracts, orders or correspondance into manual or automated review and approval workflows into on site or in the cloud.

Xerox® ConnectKey® for DocuShare®
Steps in a typical workflow

Step ①
Place document in the MFP feeder.

Step ②
Press Xerox® ConnectKey® for DocuShare® scan button for your department, such as Finance.

Step ③
Enter any properties requested, such as invoice number.

Step ④
Press the green scan button.

Key Features

- Easy, intuitive scanning to business processes. The one-button scan button triggers an entire workflow to your department (for example, an Invoice button for accounts payable), a team or personal folder, or to an email address.
- Database lookup automatically fills other fields with the correct values pulled from your company's external database.
- The document is saved with the properties you entered at the MFP or the data values that were pulled from your database system – making it easy for people to find and process the document.

IT friendly. Easy configuration by IT or business administrators.

- Quick install reduces administration and IT burden
- Easy setup and intuitive interface requires little user training
- Ability to add and manage new MFPs quickly
- Easy workflow automation setup
- Dynamically updates when changes are made to DocuShare or external databases
- Seamlessly works with your MFP and network security
- Integrates with Microsoft Active Directory or LDAP
- Documents captured in Adobe Portable Document Format (PDF): PDF/A (for archiving), as well as highly compressed mixed raster content
- Minimal IT support required

Secure, personalised scanning that integrates seamlessly into your organisation.

Xerox understands that your business information must stay securely in your organisation. Our interfaces give every business user a personal view of Scan buttons, based on login credentials. And the Xerox® ConnectKey® for DocuShare interface can be customised with graphics, logos and text from your organisation.

Enable a customised and personalised experience.

Set up ConnectKey for DocuShare with Scan buttons for each department or work group, eliminating guesswork to ensure scanned documents arrive at the correct location.

ConnectKey for DocuShare gives you iron-clad security integration.

- Safely log into ConnectKey with a simple swipe of a Xerox® Secure Access Unified ID Badge on the networked MFP.
- Secure scanning technology is built into Xerox® MFPs – encryption and secure connections offer you peace of mind when routing your documents.
- Works with Microsoft Active Directory or LDAP, so users only see their own workflows.
- Enables Scan buttons to be login protected, so only authorised users can access a workflow.

Match your needs to an extensive selection of Xerox MFPs.

ConnectKey for DocuShare works with a wide range of Xerox Extensible Interface Platform® multifunction printers as well as MFPs that are built on ConnectKey technology.

Xerox® DocuShare® 6.6 software installed on a Microsoft® Windows® server is required for ConnectKey for DocuShare. For a complete list of supported devices and system requirements, please visit xerox.com/was.

Want to know more? We're standing by.

To learn more about ConnectKey for DocuShare and how it can help your organisation, please contact your Xerox sales representative or call 1.800.735.7749 (or see xerox.com/was).

MFP users can log into a ConnectKey MFP by swiping a key card on a secure access reader, attached to the device.

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